

Official Record Copy
Office of Personnel

OPPPM MEMORANDUM NO. 20-60-24

12 March 1981

OFFICE OF PERSONNEL POLICY, PLANNING, AND MANAGEMENT MEMORANDUM

SUBJECT : Recall of Material Stored at the Agency Records Center

RESCISSION: OPM 70-1-5 dated 20 July 1971

1. This memorandum summarizes Office of Personnel Policy, Planning, and Management (OPPPM) policy and procedures to be followed by those OPPPM components that have a need to request personnel material stored at the Agency Records Center.

2. Priority Requests

a. When material is needed on a priority basis, only those employees whose names have been submitted to the Records Administration Officer (RAO/OPPPM) by the OPPPM components are authorized to telephone the Records Center requesting records for which they are custodian. A list of names is on file at the Records Center.

b. The RAO/OPPPM may request OPPPM records from the Agency Records Center for all OPPPM components at the request of the custodian of the records.


c. Requests will give the job and box number as well as the title of the desired folder.

3. Routine Requests

a. When material is desired on a loan basis, Form 490, Records Center Service Request, should be completed and forwarded to the Records Center. The last copy of the form should be retained for office records.

b. Requests for material being recalled on a permanent basis are submitted in the same way but must be forwarded to the RAO for processing.

4. Documents will not be altered, removed or destroyed from material obtained on a loan or permanent basis without notifying the RAO so that the proper notation can be made on shelf lists and other records both here and at the Records Center.


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